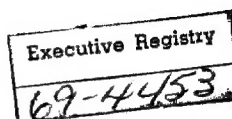


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5 September 1969

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 August 1969

1. The workload for August 1969 was 63,952 items, 5% less than August of last year. For the first two months of FY 1970 we are running 2% less than the same period in FY 1969.

2. As of 31 August we are five persons short of our T/O. No change over last month.

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3. On 1 August [REDACTED] attended a tour of Xerox reproduction facilities located in Washington, D. C. where Xerox 3600 copiers are being used successfully in a commercial quantity reproduction environment. Applying the use of Xerox 3600 copiers to Cable Secretariat message processing is being investigated, and we expect our first 3600 copier in October.

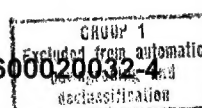
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4. [REDACTED] of the Office of Communications, visited W. Naher of State Communications on 4 August. The discussion involved personnel savings State Department has realized as a direct result of automating their message facility and to determine if savings of a similar nature could apply to the Cable Secretariat and Office of Communications if and when the ACT is installed. Generally speaking, taking into consideration, increases/decreases, State realized a saving of approximately 24 personnel (roughly 9%) to date and is able to handle a heavier workload. It was also stated however, that any personnel savings should take into account how many additional personnel would have been required had the system not been automated. The savings, when taking this fact into consideration, would be more substantial.

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5. On 5 August, [REDACTED] were present at a demonstration of A&M Company's new offset press, model 2750. A completely automatic piece of equipment designed to run offset masters with a minimum of operator intervention. No immediate application to our methods

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has been found for this equipment. In fact, we are hopeful that we can operate without any offset equipment, or at least with considerably less.

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6. On the 18, 19, and 20th of August, [REDACTED] attended a micro-film seminar given by CEIR, Advanced Institute of Technology. The seminar surfaced many methods and systems which will be helpful in improving the Cable Secretariat's archival microfilming and reference retrieval functions.

7. In our June report we stated that we were going to install and test the Eastman Kodak 600K microfilm camera and if the test proved successful we would rent the camera. We have tested the camera and found that it meets all our requirements. Since we will be using this camera to do all our microfilming over the next several years, I have decided (after consulting experts in this field) to purchase rather than rent the camera. In this regard, the initial progress of microfilming cables was slow due to technical problems. With the purchase of this new camera, progress should improve. To date we have microfilmed a total of 187,200 DIRECTOR cables. One copy of each microfilm roll will be retained at headquarters and one sent to the Records Center for secure storage as archives.

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[REDACTED]
Y Cable Secretary